

ADDENDUM TO THE REQUEST FOR LEASE APPROVAL

Reference _____ (Client's name)

Dear Landlord:

You have been approached by a Housing Choice Voucher applicant or participant who would like to rent your unit. The Fairfax County Department of Housing and Community Development (HCD) is required to advise you that it is the landlord's responsibility to screen prospective tenants and to advise you of the applicant's current and prior landlord if known. We will also advise you if HCD has paid a damage claim on the tenant's behalf for a unit damaged by the family in a prior Section 8 assisted unit.

PRIOR LANDLORD'S NAME AND ADDRESS (if known)

DAMAGE CLAIMS PAID ON THE TENANT'S BEHALF

Date _____ Amount \$ _____

SUGGESTED SCREENING CRITERIA

1. Landlord References
2. Credit Check
3. Home Visit
4. Police/Criminal Check – This can be done by requesting the applicant to go to 10600 Page Avenue, Fairfax, Va., between the hours of 7:00 a.m. and 7:00 p.m. to pick up a copy of their record; if they do not have a record the printout will show no record. The charge to the tenant will be \$5.00.

The Tenancy Addendum which will be provided to you with your contracts must be attached to your Tenant Lease.

Please sign and return the top copy of this form with the Request for Lease Approval Form

Signature

Title

Date

Retain yellow copy for you records

S8Share/Forms/Addendum to RLA

